

## **Tenant Improvements**

### **What is Plan Check?**

Welcome to the Plan Check Section of the Riverside City Planning Department. "Plan check" is a process in which your building plans are reviewed to make sure they comply with basic safety, engineering and planning rules. We review the design of such things as the structure, plumbing and electrical systems to make sure they are safe and properly designed. We also look at other items, like building setbacks, heights and lot coverage to see that the construction is compatible with the neighborhood.

This brochure covers "OVER-THE-COUNTER TENANT IMPROVEMENT PLAN CHECK", a process for all minor interior tenant improvements and occupancy changes.

### **What If I'm Just Moving In?**

An approval is required for any new tenant moving into an existing or new building, regardless of whether physical changes are being made or not. This approval process assures you, and your customers that the proposed business complies with the basic fire, safety, and zoning rules of the City.

### **What May be Approved Over-the-Counter?**

Over-the-counter plan checks can be done for most new tenant move-ins, and for most minor interior tenant improvements to an existing office, commercial or industrial building.

### **What May Not Be Approved Over-the-Counter?**

Uses that normally do not qualify for over-the-counter plan check include auto repair, machine shops, wood working shops, medical and dental facilities, large multi-occupancy businesses and retail sales of prepared or packaged food and beverages. Refer to the "Regular Tenant Improvement" brochure for these types of uses.

## **What Must I Submit?**

**If you are moving into an existing tenant space and are not making any changes, or if you are making only minor interior alterations, bring the following:**

**Four sets of drawings, including a site plan and a detailed floor plan  
One additional site plan**

## **What Must My Drawings Include?**

**The SITE PLAN must include:**

**An accurate depiction of the entire property boundaries along with the outline of all existing buildings, driveways, parking areas, walls, fences and any other structures**

**A North arrow, drawing scale and all dimensions**

**Handicapped parking and accessibility to the tenant space**

**Location and name(s) of adjacent street(s) or alleys**

**The assessor parcel number**

**Name, address and phone number of property owner**

**NOTE: The property management company may be able to provide the tenant with a basic site plan.**

**The FLOOR PLAN/ CONSTRUCTION DRAWINGS must include:**

- \* Existing floor plan of tenant space, drawn to scale**
- \* Location and details of interior alterations (if proposed)**
- \* Written descriptions of proposed use of tenant area**
- \* Any other information to clearly identify the new occupancy**

**If a number of alterations are proposed, we encourage you to have your plans drawn by a professional who is familiar with building and zoning codes. Unclear or incomplete plans will cause delays in approval of your project.**

## **What Happens During the Review of My Plans?**

**You will first be asked to fill out the "Occupancy/ Tenant Improvement Plan Check Questionnaire" by the Planning Department plan checker. In most cases you will also be asked to complete the "Hazmat Disclosure Statement" and the "Water Use Questionnaire". The Planning Department plan checker will complete a Fire Department plan check report during this review of your plans. The Building and Safety Division plan check engineer will then review your plans for building code and handicapped requirements. Minor corrections to the plans may be handled by annotations to your plans. If more extensive corrections are needed, you may have to revise the plans and return later for a re-check. Once the plans are approved, a permit may be issued.**

## **How Long Does it Take?**

**If you have a complete submission, your plans will usually be processed and a permit issued the same day.**

## **How Do I Get My Permit and How Long is it Good For?**

**If your project involves physical construction, the final step in the plan check process will be the issuance of a building permit. A building permit is normally issued to your licensed contractor, but if you plan to do the construction yourself, you may obtain the permit as an "owner-builder". For more details on this, see our handout entitled "Building Permit and Inspection Information". After a permit is issued, construction must begin within 180 days and inspections must be called at least every 180 days thereafter. Extensions are available when warranted by special circumstances. See our handout entitled "When to Call for Inspections" for more information on inspections.**

**For more information:**

**Contact the Planning Department  
3rd Floor, City Hall  
3900 Main St., Riverside, CA. 92522**

**Planning Division: (909) 826-5371  
Building Division: (909) 826-5697**

